

Each licensee shall maintain a pawn record ledger in a form to be approved by the Department of Consumer and Regulatory prior to licensing. All transactions in each annual period shall be entered in the ledger by pawn number in strict consecutive numerical order. All entries shall be in ink and written in English. This information is required by the District of Columbia Municipal Regulations Title 16 Chapter 9 §905.

Your ledger shall consist of the following information:

1. The pawn ticket number.
2. Date of transaction.
3. A description of the article pledged or pawned.
4. The amount loaned.
5. The name and address of the Pledgor/person.
6. A description of the Pledgor, as required in D.C. Code §2-1911 (1981). (copy of government ID )
7. The date redeemed or paid off and picked up personal property.
8. If unredeemed, the date and disposition at auction.
9. Amount collected by redemption or auction of each pledge.